

Samaritan Ministries Job Description

Receptionist (Part-time)

Line of Authority: **Reports to Volunteer Coordinator**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries in performing the duties of Receptionist.**

<p>Primary Function of Position: Answer the phone and door. Support the Community Service Volunteer Program for the Ministry. Assist with data entry and general office tasks. Serve as a member of the development team to support the fundraising plan of the Ministry.</p>	
<p>60%</p>	<p>Major Duty: Answer Samaritan’s main phone line and assist with answering the door. Answer and direct incoming telephone calls as needed. Troubleshoot incoming calls to answer general agency questions such as hours of operation, directions, or referrals to other agencies. Control access to the front door of the agency and greet visitors and volunteers. Provide information to visitors regarding services available at Samaritan including the United Health Centers clinic, the Empowerment Program, Experiment in Self Reliance, and others.</p>
<p>30%</p>	<p>Major Duty: Support the Community Service Volunteer program for Samaritan. Schedule community service volunteers for shifts using CERVIS Tech system, phone calls, emails, and fax. Assist with scheduling individuals who have been referred to Samaritan by their attorneys. Prepare general correspondence as required by the community service volunteers. Communicate to volunteer coordinator any issues related to community service volunteers.</p>
<p>10%</p>	<p>Major Duty: Set up CERVIS Tech Volunteer Management sign in tablet daily and assist in other duties as assigned. Greet volunteers daily and assist in the sign in process and any recommended screening questions. Troubleshoot difficulties with volunteer management software. Enter data into CERVIS Tech as directed by volunteer coordinator. Assist in the acknowledgment process of in-kind donors. Assist staff with various clerical duties as needed (i.e. mailings, etc.)</p>

Status: Hourly wage, non-exempt.

Qualifications: High school degree (associate’s degree preferred) and minimum 3 years of experience working in an office environment. Skilled in Microsoft Office (Word, Excel), database entry and general office equipment.

Work Schedule: 25 hours per week. Monday – Friday, 8 a.m. – 1:30 p.m. with ½ hour lunch. Flexibility to work/attend annual events as needed, which could include Volunteer Appreciation, Annual Board Meeting, Tour de Llama, SAM & Eggs and Penny Campaign.